CITY OF PLYMOUTH



Americans with Disabilities Act Transition Plan:

Programs and Services, Facilities, and Pedestrian Facilities in the Public Right-of-Way

2026

Table of Contents

1 INTRODUCTION 5
2 LEGAL REQUIREMENTS 5
3 IDENTIFIED OBSTACLES IN PUBLIC PROGRAMS AND SERVICES, AND FACILITIES 6
3.1 Preliminary Evaluation 6
3.2 Detailed Evaluation 7
4 REMOVING BARRIERS IN PROGRAMS AND SERVICES 7
4.1 Methods 7
4.2 Priorities 8
5 REMOVING BARRIERS IN FACILITIES OPEN TO THE PUBLIC 9
5.1 METHODS 9
5.2 PRIORITIES 9
6 POLICIES 10
6.1 PUBLIC GRIEVANCE PROCESS 10
6.2 REPORTING 10
6.3 TRAINING 11
6.4 COMMITTEE TRAINING 11
6.5 OVERVIEW TRAINING 11
6.6 COMPLIANCE TRAINING FOR ADDITIONAL AFFECTED STAFF 11
7 ESTIMATED COMPLIANCE COSTS 11
8 Identified Obstacles to the Public Right-of-Way 12
8.1 Preliminary Evaluation 12
8.2 Detailed Evaluation 12
9 Methods to Removing Barriers in the Public Right-of-Way 13
9.1 Barrier Removal Priorities 13
9.2 Public Complaint Process 15
9.3 New Construction & Alterations 15
10 SCHEDULE 15
10.1 PROGRAMS, SERVICES, AND DEPARTMENTS SCHEDULE 16
11 RESPONSIBLE INDIVIDUAL 16
12 PUBLIC INPUT 16

Attachment A **18**
1. ADA Guidelines Used in Detailed Evaluation 18
2. Evaluation Form 18
ADA Guidelines used in Detailed Evaluation 19
Evaluation Form 21
Attachment B **28**
1. ADA Priorities Map 28
Attachment C **29**
1. Resolution Adopting the City of Plymouth's 2025 Update to Its Americans with Disabilities Act (ADA) Transition Plan 29
Attachment D ..... Error! Bookmark not defined.
1. Public Comment and Response Form 34
Public Comment and Response Form 35

1 INTRODUCTION

The purpose of this plan is to ensure that the City creates reasonable, accessible paths of travel in the public right-of-way for everyone, including people with disabilities. The City has made a significant and long-term commitment to improving the accessibility of their pedestrian facilities. The Transition Plan identifies physical barriers and prioritizes improvements that should be made throughout the city. This Transition Plan describes the existing policies and programs to enhance the overall pedestrian accessibility.

Since 2020, The City of Plymouth has made significant strides in enhancing pedestrian infrastructure and accessibility, adding over 10,000 feet of new sidewalk, installing over 100 new crosswalks, and implementing over 150 ADA-compliant detectable warning devices. These upgrades reflect a strong commitment to safety, mobility, and inclusivity for all residents and visitors. The city remains dedicated to ongoing improvements, with plans to continue modernizing walkways, intersections, and public spaces to ensure a more connected and accessible community for years to come.

2 LEGAL REQUIREMENTS

The federal legislation known as the Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications

Title II specifically applies to “public entities” (state and local governments) and the programs, services, and activities they deliver. Title II Article 8, requires public entities to take several steps designed to achieve compliance. The plan shall, at a minimum includes:

1. A list of the physical barriers in a public entity’s facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities.
2. A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible.
3. The schedule for taking the necessary steps to achieve compliance with Title II.
4. The name of the official responsible for the plan’s implementation.

Transition plans provide a method for a public entity to schedule and implement ADA required improvements to existing streets and sidewalks. Before a transition plan can be developed, an inventory of the current curb ramps and sidewalks must be developed.

3 IDENTIFIED OBSTACLES IN PUBLIC PROGRAMS AND SERVICES, AND FACILITIES

The City plans to complete its Self-Evaluation by using a system to identify and assess obstacles in its public programs and services, and facilities. That system initially groups the programs and services with the facilities in order to do an initial evaluation as to the accessibility of each. A detailed evaluation will be started on the programs and services, and facilities in 2027 and continue to be an ongoing process. The accessibility barriers are identified using the 2010 Americans with Disabilities Act Standards for Accessible Design.

3.1 PRELIMINARY EVALUATION

The purpose of this evaluation is to obtain a comprehensive overview of the complete list of programs and services, and facilities open to the public; to determine which programs and services, and facilities are obviously not in compliance with the ADA Guidelines; and to get the highest priority programs and services under review and revision as soon as practical. The first step in the evaluation process was to distribute questionnaires to each department head for completion. The programs and services, and facilities inventory questionnaire is used to evaluate the types of programs offered to the public, the location of the program, and what areas of the City's facilities are open to the public. The questions asked in the questionnaire relate to the following issues:

Programs and Services

1. What type of program or service is it? Informational, educational, recreational, public service or public meeting?
2. How often does it take place?
3. Is it currently accessible to disabled persons?
4. If it is not accessible, would making it accessible significantly change the nature of the program?

Facilities

1. Is the facility a building or outside space?
2. Is the entire area open to the public?
3. Does the area which is open to the public appear to be accessible?
4. Is there any other location where the program or service could be located?

Each department-specific evaluation will include a description of programs and services, a contact person, the locations of operations, and the current practices that facilitate the participation of persons with disabilities in programs and activities as well as action steps.

3.2 Detailed Evaluation

The second step in the Self-Evaluation requires review of the questionnaire responses. The Preliminary Evaluation Questionnaire will be used as a basis of identifying all of the programs and services, and facilities offered to the public, and any obvious accessibility issues associated with each. The detailed evaluation includes reviewing the programs and services for accessibility issues and also performing a detailed measured evaluation at the public areas of each facility. The Detailed Evaluation of Programs and Services include review of every department with concentration on public interaction, printed material and meetings. Potential future recommendations are as follows:

Make appropriate modifications to regular practices in order to accommodate the needs of individuals with disabilities when providing customer service at all City transaction counters.

Provide standard equipment at each site where programs are administered to facilitate basic communications access. Equipment may include closed captioning software, microphone and speaker systems, paper and pencil, and a copy machine to enlarge print.

Assign a staff member to act as a host at public meetings and events. Identify the staff member as a resource for persons with disabilities who may require assistance.

For departments that use contract labor to provide services to the public, a procedure should be drafted and followed to ensure that the work of the contract labor is in compliance with Title II of the ADA.

Increase outreach to persons with disabilities. The City should endeavor to inform the public of the possible modifications it is required to do and how it plans to make its services, programs, and activities accessible.

Include a statement regarding the City's commitment to providing accessible services in all City publications that provide general information about or registration information for City services, programs, or activities. The notice should also be produced in poster-size form and placed in all City departments in a location that will maximize public exposure.

Nondiscrimination language should appear on both hard copies and documents posted on the web.

4 REMOVING BARRIERS IN PROGRAMS AND SERVICES

4.1 Methods

The City of Plymouth utilizes many different approaches in removing barriers in its programs and services, including proactively identifying and eliminating the barrier, responding to public complaints, as well as creating or altering programs and services which enhance accessibility for disabled persons. Generally, Plymouth actively addresses access barriers to its facilities during renovation projects, new building construction, and infrastructure projects.

4.2 PRIORITIES

The City of Plymouth bases barrier removal priorities on a number of factors: special request, location, accessibility condition, type of program or service, cost effectiveness, and considerations of any substantial change or effect to the nature of the program or service.

4.2.1 Special Request

Plymouth will attempt to give priority to any program or service where a disabled person has requested assistance.

4.2.2 Location

The location priority will be discussed in the section Removing Barriers from Facilities, below.

4.2.3 Type of Program Service

Plymouth identified its programs and services priority as follows:

1. Services which perform a necessary government function for the public. (Public meetings, permits.)
2. Programs with educational purposes.
3. Programs with recreational purposes.
4. The number of times per year that the specific program is offered.
5. Accommodations that would not substantially change the nature of the program or service.

4.2.4 Accessibility Condition

Data from the Detailed Evaluation will be used to determine accessibility conditions. If the accessibility condition is extremely poor, this will elevate the level of priority when combined with the other priority factors.

4.2.5 Substantial Change to Program

After determining the accessibility of each program, the City of Plymouth will evaluate the necessary changes to comply with ADA mandated accessibility, and then determine if those changes will significantly alter the program in a manner which substantially changes the nature of the event. If it is not possible to make the program accessible without substantially changing it, the City of Plymouth will determine whether to continue offering the program or eliminating it altogether.

4.2.6 Cost Effectiveness

Since the City of Plymouth is a small municipality, funding for barrier removal is a major challenge. After the costs to remove barriers is determined, the cost will factor in the determination of the priority and method of barrier removal. The City of Plymouth will attempt to maximize the ADA compliance and effectiveness for the dollars spent. In some cases, funding may need to be acquired by procuring grants or donations from other funding sources.

5 REMOVING BARRIERS IN FACILITIES OPEN TO THE PUBLIC

5.1 METHODS

The City of Plymouth utilizes many different approaches in removing barriers from its public facilities, including proactively identifying and eliminating the barrier, responding to public complaints, ensuring the appropriate design and build-out of renovations or new construction of a facility following the most recent design guidelines, as well as changing the location of its program or service in order to provide an accessible location. All facilities shall utilize DOJ's ADA Standards for new construction and renovations.

The City also has a ***Complete Streets Committee*** that oversees planning and prioritizing improvements to City transportation infrastructure within the public right of way and focuses on improving transportation options for ALL users, including the disabled. The Complete Streets Committee regularly meets monthly for discussion and peer input from key stakeholders, including school personnel, City staff, concerned citizens, and Metropolitan Planning Organization representatives. These meetings are available to be attended by the public. The City will utilize the DOT's ADA standards for new construction and renovation.

5.2 PRIORITIES

The City of Plymouth bases barrier removal priorities on a number of factors: special request, location, accessibility condition, and cost effectiveness.

5.2.1 Special Request

The City will give priority to any facility where a disabled person has requested assistance or filed a grievance.

5.2.2 Location

The City identified its facilities location priority as follows:

1. Facilities, or areas within a facility, which are open to the public and perform a necessary government service for the public, regardless of the frequency of use. (Public meetings used in the legislative process, and permits.)

2. Facilities, or areas within a facility, which are open to the public and used for educational purposes.

3. Facilities, or areas within a facility, which are open to the public and used for recreational purposes.

4. The number of times per year that facilities, or areas within a facility, are open to the public and used for educational or recreational purposes.

5.2.3 Accessibility Condition

Using the data from the Detailed Evaluation, an accessibility condition can be determined. If the accessibility condition is poor, this will elevate the level of priority when combined with the other priority factors.

5.2.4 Cost Effectiveness

After the cost is determined for each facility, barrier removal will be prioritized using the cost-benefit analysis. This involves understanding the usage at the location of the barrier as well as the nature of the barrier. The cost factors will attempt to maximize the work accomplished for the dollars spent.

6 POLICIES

The City of Plymouth has made an ongoing commitment to ADA compliance. By instituting various policies and procedures, as described in this Transition Plan, the City is pledging to continuously review and evaluate its programs and services, facilities, and the Transition Plans approved by resolution of the Common Council.

6.1 PUBLIC GRIEVANCE PROCESS

The public grievance process is an integral part of the Transition Plan. Public grievances or requests may often drive the prioritization of improvements. To file a grievance or a request regarding accessibility of a program, service, or facility, contact the ADA Coordinator in writing and describe the issue in detail, including the location. If the person filing the grievance needs assistance in providing the ADA Coordinator with a written grievance, assistance will be given upon request. The ADA Coordinator will route the information contained in the grievance to the appropriate City of Plymouth department for inspection and possible action. That department will then respond to the ADA Coordinator with its findings, and the ADA Coordinator will record the formal response and reply to the complainant or requestor. All grievances, requests and responses will be kept on file. Attachment C includes a copy of the City of Plymouth's Grievance Procedure and supporting documents for Programs and Services, and Facilities.

6.2 REPORTING

Plymouth is using two methods to inform the public and city officials about the progress being made in removing barriers.

First Method: The Public Works Department will submit an annual report to the City of Plymouth Board of works. The report will summarize accomplishments from the previous year, plans for the current year and any anticipated challenges that need to be addressed. Individual projects and proposed improvements for City streets and sidewalks are discussed at Complete Streets Committee Meetings. Feedback from the Complete Streets Committee is then used for improving plans and designs.

Second Method: The City of Plymouth Website will be adding a separate section devoted to ADA rules, plans, contact information, policies, ordinances, and reports. The Annual Report to the Board of Public Works will also be posted here for public review.

6.3 TRAINING

The City of Plymouth will begin an extensive training program to ensure that its staff is prepared for implementation of this Transition Plan. The plan considers different levels of training based upon the level of involvement of each staff member with the Plan implementation. After the initial training, follow-up training will be provided as needed, at least on an annual basis.

6.4 STAFF TRAINING

The Plymouth Staff Members responsible for Title II ADA compliance will go through training which include but not be limited to the following:

1. ADA Transition Plan Workshop (MACOG)
2. Title VI and ADA compliance Seminars (INDOT)
3. 98th Annual Purdue Road School – ADA Sessions
4. ADA Self-Evaluation & Transition Plan Seminar (DLZ)
5. ADA Symposium (Great Plains ADA Center)
6. ADA Workshop for ADA Coordinators and Technical Staff (MACOG)

6.5 OVERVIEW TRAINING

Department Heads and key management staff will use INDOT's training videos and resources.

6.6 COMPLIANCE TRAINING FOR ADDITIONAL AFFECTED STAFF

City office staff, Buildings and Grounds staff, Parks and Recreation staff, Police Department personnel, Fire Department personnel, are, or will be, scheduled to attend training sessions in 2026. Training will include the techniques used to present or modify programs and facilities in order to comply with ADA regulations, as well as necessary training for personnel required to have direct contact with the general public.

7 ESTIMATED ACTION PLAN IMPLEMENTATION COSTS

The City of Plymouth will estimate costs for removing barriers as part of the action plan. These cost estimates will help determine the schedule for implementing action plan items. Action plan items may be prioritized based on need, budget, available funding sources, and other factors that arise. The schedule will be determined by staff and discussed with the appropriate committee for implementation.

8 IDENTIFIED OBSTACLES TO THE PUBLIC RIGHT-OF-WAY

The City has a two-tiered system to identify and assess obstacles in the public right of way: a Preliminary Evaluation and a Detailed Evaluation. The barriers used in the evaluations are based on the *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* (ADA Guidelines) from the U.S. Architectural and Transportation Barriers Compliance Board.

8.1 PRELIMINARY EVALUATION

The first tier is a Preliminary Evaluation of the intersections. The purpose of this evaluation is to determine which intersections are obviously non-compliant to the ADA Guidelines and to get a comprehensive overview of the complete pedestrian network. The preliminary inventory evaluates three (3) criteria for curb ramps and three (3) criteria for sidewalks:

Curb Ramps

5. Is there a curb ramp?
6. Does the curb ramp have a color contrasting detectable warning?
7. Does the curb ramp have a clear landing at the top of the ramp?

Sidewalks

5. Is there a continuous clear space for pedestrian access?
6. Does the sidewalk appear to provide adequate passing zones?
7. Does the sidewalk appear to be smooth without grade breaks?

The Preliminary Evaluation utilizes aerial and street-level photography to view each intersection. The criteria used can be seen on these aerials and are key design components to determine ADA compliance. If the curb ramps and sidewalks do not meet the criteria, then that intersection does not need further evaluation because it is obviously non-complaint with the ADA Guidelines. If it did meet the criteria, then that intersection would be "potentially compliant" and would need a Detailed Evaluation to determine if it fully complies with the ADA Guidelines.

8.2 DETAILED EVALUATION

The second tier is a Detailed Evaluation of the intersections identified as "potentially compliant" during the Preliminary Evaluation. Detailed evaluation shall be completed before proceeding with any infrastructure improvement project located within the immediate vicinity of the intersection, such as roadway repaving or improvement projects, sidewalk replacements and extensions, or subgrade utility projects that require removal of the existing curb ramps. This requires detailed fieldwork at the intersection and measuring of specific physical attributes, such as width, running slope, and gaps in the curb ramp or sidewalk, to determine compliance to the identified ADA barriers. The result from this evaluation is a detailed understanding of the ADA barriers at that intersection. When the data is gathered, curb ramps are then analyzed for code compliance.

Noncompliant ramps are then modified as part of the infrastructure improvement project. It is then updated in the intersection database[1].

9 METHODS TO REMOVING BARRIERS WITHIN THE PUBLIC RIGHT OF WAY – POLICIES & PRIORITIES

The City utilizes many different approaches in removing barriers in the public right-of-way, including proactively identifying and eliminating the barrier, responding to public complaints, and ensuring the appropriate design and build-out of new construction following the most recent design guidelines. The City ***Complete Streets Committee*** oversees planning and prioritizing improvements to city infrastructure within the public right of way and focuses on improving transportation options for ALL users, including the disabled. The Complete Streets Committee regularly meets monthly for discussion and peer input from key stakeholders, including school personnel, City staff, concerned citizens, and Metropolitan Planning Organization representatives. These meetings are available to be attended by the public.

9.1 BARRIER REMOVAL PRIORITIES

The City of Plymouth bases barrier removal priorities on two factors: location and the accessibility condition of the intersection.

9.1.1 Location Priority

According to the *Accessible Rights-of-Way: A Design Guide*, "the DOJ regulation imposes a specific construction requirement…specifies a priority for locating (curb ramps) at: State and local government offices and facilities; transportation; places of public accommodation; places of employment; and other locations." Following this guidance, the city identified its location priority as follows:

1. Sidewalks and Intersections serving government facilities, commercial, and employment centers.
2. Sidewalks and Intersections NOT serving government facilities, commercial, and employment centers.

9.1.2 Accessibility Condition

Using the data from the Preliminary Evaluation and the Detailed Evaluation, the accessibility condition can be determined. The accessibility conditions for each intersection are sorted into three categories.

1. Intersections and/or sidewalks NOT in ADA compliance.
2. Intersections with no sidewalk connections.

[1] The database is quite large and is constantly updated; it is not feasible for it to be included in the text of this ADA Transition Plan. The database may be made available for public review by advanced written request to the ADA Coordinator.

3. Intersections and/or with sidewalks in ADA compliance

9.1.3 Priority Rank for intersections

In order to determine the overall priority of an intersection, or Priority Rank, the City uses the following matrix to match the location priority to the Access Grade.

	Access Grade		
	1	2	3
Location Priority	**Intersections and/or sidewalks NOT in ADA compliance.**	**Intersections with no sidewalk connections.**	**Intersections and/or sidewalks in ADA compliance.**
Locations serving government, commercial, and employment centers.	**High**	**Medium**	**Low**
Locations NOT serving government, commercial, and employment centers.	**Medium**	**Low**	**Low**

Priority Rank Levels

High	Medium	Low

The City determines the priority of improvements by identifying which of the groupings are high, medium, or low priorities. A map that shows which intersections are high, medium, and low priorities for barrier removal, are in Attachment B.

9.2 Public Complaint Process

The public complaint process is an integral part of the Transition Plan. Public complaints or requests may often drive the prioritization of improvements. To file a complaint or a request regarding accessibility of a sidewalk or curb ramp, contact the ADA Coordinator in writing and describe the issue in detail, including the location. The ADA Coordinator will route this information to the appropriate City department for inspection and possible action. That department will then respond to the ADA Coordinator with its findings, and the ADA Coordinator will record the formal response and reply to the complainant/requestor. All complaints or requests will be kept on file and will include the response and action. Attachment C is a copy of the City's public Grievance Procedure for Pedestrian Facilities in the Public Right-of-Way

9.3 New Construction & Alterations

In order to ensure the correct design of curb ramps, sidewalks, and crosswalks in new construction and alterations, the City has adopted the *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* (see Attachment C for a copy of the resolution). The City utilizes the DOT's ADA standards whenever possible. Intersection improvement projects or new construction projects with any affected curb ramps, sidewalks, and crosswalks will be rebuilt to these ADA design guidelines, where feasible and reasonable.

10 SCHEDULE

The City of Plymouth will make reasonable efforts to improve the accessibility of programs and services, and facilities and right-of-way by appropriating funding specifically for ADA compliance through the Common Council. The Council will determine the appropriate amount to spend each year. There will be times when is it technically infeasible to provide technical compliance, or a program will be substantially changed by making it accessible for all persons. The City of Plymouth will choose areas with high priority and solvability before moving on to lower priorities unless a specific request is made by the public.

Additionally, the City of Plymouth will follow the concept of Program Access under Title II of the ADA. Program Access does not necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities, as long as the program as a whole is accessible. With that in mind, it is the intent of the City of Plymouth to use the following schedule as a guide for compliance.

As opportunity allows and where practical or feasible, the city will make efforts to improve the ADA Accessibility of pedestrian facilities in the public right-of-way. As stated in the *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way*, "compliance is required to the extent practicable within the scope of the project." There will be times when it is technically infeasible to provide technical compliance: for example, if clear space at the top of the ramp is obstructed by a building or the slope of a hill is so extreme as to prevent a reasonable slope for a ramp in both

directions. The inventory process may not account for such situations and could show a high-priority rating when all feasible actions have been taken.

The city acknowledges areas to update and plans to implement improvements for areas identified as potential obstacles to accessibility in Appendix B. As opportunity allows, the city will make these changes to improve ADA Accessibility of the government building and services. Although, there will be times when it is infeasible to provide technical compliance.

During the implementation of the transition plan, the city will make reasonable efforts and provide reasonable accommodations to afford access to its services and facilities for those with disabilities even when/if barriers have not been removed and/or when necessary to comply with the accessibility standards.

10.1 PROGRAMS, SERVICES, AND DEPARTMENTS SCHEDULE

Phased approach is to be determined and implemented upon discovering priority departments, services, and programs along with a completed Action Plan.

11 RESPONSIBLE INDIVIDUAL

Jeff Houin

City Attorney

124 N Michigan St. Plymouth, IN 46563

Email: cityattorney@plymouthin.com

Phone: (574) 936-2948

12 PUBLIC INPUT

The City of Plymouth adopted the ADA Transition Plan on August 8th 2011. The plan was updated in 2025. The updated plan was passed and adopted by the Plymouth Common Council on October 27th 2025.

The City of Plymouth provided opportunities for individuals to comment on this Transition Plan, which included:

- Document copies will be made available at City Hall, 124 N. Michigan Street, Plymouth IN, 46563 upon request.
- Documents will be made available on the City's website, www.plymouthin.com.

The City will publish a legal notice in the major newspaper, the Pilot News. The legal notice will announce the availability of the ADA Transition Plan and provide instructions regarding the timetable for comments and where to send them. Public comments are accepted at any time.

ATTACHMENT A

1. ADA GUIDELINES USED IN DETAILED EVALUATION OF SIDEWALK AND CURB RAMPS

2. CURB RAMP EVALUATION FORM

ADA Guidelines used in Detailed Evaluation

Curb Ramps

In evaluating the accessibility of existing curb ramps, the following factors were considered:

1. Is there a curb ramp?
2. Is there a curb ramp where a sidewalk crosses a street?
3. What type of curb ramp?
    a. Perpendicular curb ramp
    b. Parallel curb ramp
    c. Blended transitions
4. Is the width of the curb ramp at least 4 feet wide (excluding flares)?
5. Are there detectable warnings properly installed where a curb ramp or blended transition connects to a street?
6. Is the running slope greater than 5% but less than 8.3% (blended transition 5% maximum)?
7. Is the cross slope less than 1%?
8. Is the landing a minimum of 4 feet x 4 feet?
9. Is the surface of the curb ramp or blended transition firm, stable, and slip resistant and clear of gratings, access covers, and other appurtenances?
10. Is the grade break at the top and bottom of the ramp flush and not located on the surface of the curb ramp, landing, or gutter areas?
11. Is the counter slope of the gutter or street at the foot of the curb ramp less than 5%?
12. Is the clear space beyond the curb face at least 4’ x 4’?
13. If the curb ramp is perpendicular, is the slope of the flared sides less than 10% where a pedestrian path crosses the curb ramp or if the sides are returned, are they protected from cross travel?

Sidewalks

In evaluating the accessibility of existing sidewalks, the following factors were considered:

1. Is there a sidewalk at each corner?
2. Is there at least 4 feet of continuous and unobstructed clear width of a sidewalk (excluding the curb width)?
3. If the continuous width is less than 5 feet, are the passing spaces at least every 100 feet along the sidewalk that are 5 feet wide or greater?
4. Is the cross slope of the sidewalk less than 1%?
5. Where the sidewalk is adjacent to the street, does the grade of the sidewalk not exceed the general grade of the street?
6. Is the surface of the sidewalk firm, stable, and slip resistant?
7. Are any gaps in the surface less than ½ inch?
8. Is the sidewalk clear of grates or if there is a grate:
    a. are the openings no more than ½ inch wide and
    b. do the elongated openings run perpendicular to the direction of travel?
9. Is the sidewalk clear of protruding objects? If there is a protruding object is:
    a. the leading edge of that object less than 17 inch and more than 80 inch above the ground, or
    b. the protrusion less than 4 inches into the travel path of the sidewalk, or
    c. a barrier is provided no more than 17 inches from the ground where the vertical clearance is less than 80 inches.

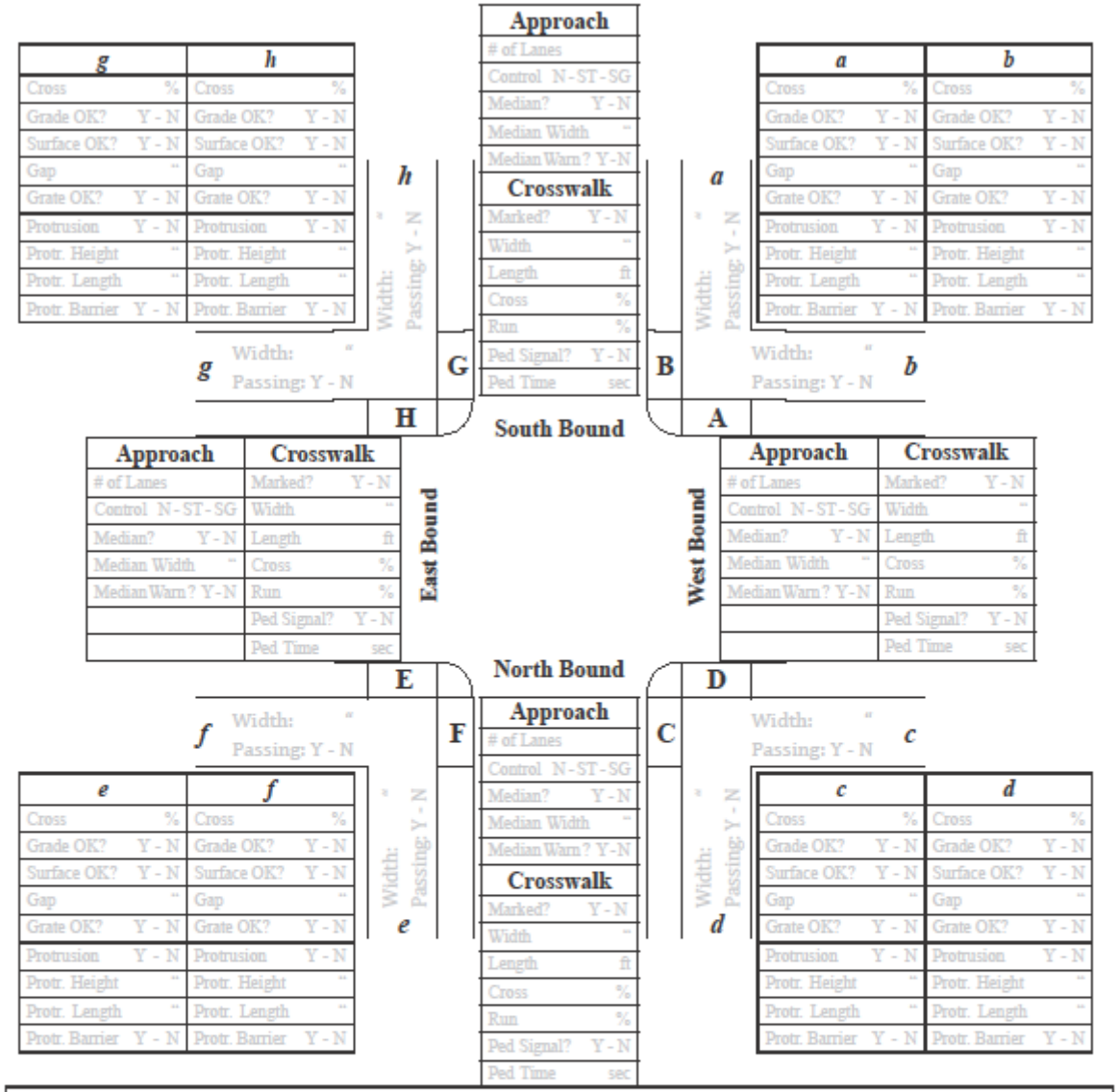
Crosswalks

In evaluating the accessibility of existing crosswalks, the following factors were considered:

1. Is there a crosswalk that connects two sidewalks across a street?
2. Is the width of the marked crosswalk at least 6 feet?
3. Does the cross slope of the crosswalk meet the following guidelines:
    a. If the crosswalk is crossing a street with a stop control, is the cross slope less than 1%?
    b. If the crosswalk is crossing a street without a stop control, is the cross slope less than 5%?
4. Is the running slope of the crosswalk less than 5%?
5. If the crosswalk crosses a median, is the length of the median at least 6 feet and does it contain detectable warnings located at curb line or edge of the roadway?
6. If the intersection signalized, does it have a pedestrian signal, if so, does the pedestrian signal phase allow enough time for a walking speed of 3.5 ft/sec?

EVALUATION FORMS

LPA:_____ N/S: _____ E/W: _____ Ins: ___ Date: _____ ID: _____



Curb Ramps												
	Type	Width	Landing	Clear Space	Run %	Cross %	Gutter %	Edge Type	Flare %	Surface OK?	Warning OK?	Grd Brk OK?
A	PE - PA - BT -N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
B	PE - PA - BT -N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
C	PE - PA - BT -N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
D	PE - PA - BT -N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
E	PE - PA - BT -N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
F	PE - PA - BT -N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
G	PE - PA - BT -N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
H	PE - PA - BT -N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N

The following Self-Evaluation Forms provided by the ADA Title II Action Guide for State and Local Governments, will be completed, if not already finished, in the year 2026.

- City Programs and departments listing - locations
- Program and Location Accessibility
- Action Plan

Departments and Programs

Public Entity	City of Plymouth	Date	1/27/2026
Contact Person	Jeff Houin	Title	City Attorney
Email	cityattorney@plymouthin.com	Phone	(574) 936-6717

Departments and Programs	Staff Liaison	Phone Number	Location/Comments
Airport	Bill Sheley	(574) 935-5152	Plymouth Airport
Building Commissioner	Dennis Manuwal Jr	(574) 936-2824	Fire Department
Cemetery	Michael Collins	(574) 936-3410	Oakhill Cemetery
Engineering Department	Dan Sellers	(574) 936-3614	Waste Water Department
Fire / EMS	Steve Holm	(574) 936-2156	Fire Department
Human Resources	Jennifer Klingerman	(574) 914-0502	Mayor's Office
Parks and Recreation	Michael Hite	(574) 936-2876	Park Office
Police	John Weir	(574) 936-2126	Police Station
Street Department	Jim Marquardt	(574) 936-2017	Street Department
Waste Water Department	Donnie Davidson	(574) 936-3017	Waste Water Department
Water Department	Donnie Davidson	(574) 936-2543	Waste Water Department
Mayor's Office	Robert Listenberger	(574) 936-6717	Mayor's Office
Planning Director	Ty Adley	(574) 936-6717	Mayor's Office
Board of Public Works and Safety	Robert Listenberger	(574) 936-2124	Council Chambers, Mayor's Office
Mayor's Summer of Music	Robert Listenberger	(574) 914-0502	River Park Square
Mayor's Youth Council	Robert Listenberger	(574) 936-6717	Mayor's Office

Departments and Programs	Staff Liaison	Phone Number	Location/Comments
City Attorney/ADA Coordinator	Jeff Houin	(574) 936-6717	Mayor's Office
Clerk-Treasurer	Lynn Gorski	(574) 936-2124	Clerk-Treasurers Office
Complete Streets Committee	Ty Adley	(574) 936-6717	Conference Room – Street Department
Common Council	Robert Listenberger	(574) 936-2124	Council Chambers, Mayor's Office
Aviation Commission	Bill Sheley	(574)-935-5152	Plymouth Airport Conference Room
Board of Zoning Appeals	Ty Adley	(574) 936-2124	Council Chambers, Mayor's Office
Economic Development Commission	John Yadon	(574) 936-2124	Does not meet regularly, Council Chambers, Mayor's Office
Fire Pension Board	Steve Holm	(574) 936-2156	Fire Station Conference Room
Plan Commission	Ty Adley	(574) 936-6717	Council Chambers, Mayor's Office
Redevelopment Commission	Mike Miley	(574) 936-2124	Council Chambers, Mayor's Office
Redevelopment Authority	Steve Harper	(574) 936-2124	Does not meet regularly, Council Chambers
Technical Review Committee	Chris Marhsall	(574) 936-3614	Waste Water Department Conference Room
Urban Forrest and Flower Committee	Cameron Arnold	(574) 936-2876	Street Department Conference Room

ADA Accessibility Plan

Public Entity	City of Plymouth	Date	1/27/2026
Contact Person	Jeff Houin	Title	City Attorney
Email	cityattorney@plymouthin.com	Phone	(574) 936-6717

Facility	Access Issue	Solution	Target Date	Person Responsible	Cost Estimate	Funded?
Airport	No push button activated doors	Install	Upon office building renovation	Facilities Manager	TBD	TBD
Building Commissioner, Fire/EMS	No push button activated doors	Requirement for New building construction	2028	Facilities Manager	TBD	TBD
Cemetery	No push button activated doors	Install	Upon Building Renovation	Facilities Manager	TBD	TBD
Engineering Department, Waste Water / Department	No push button activated doors	Install	Upon Office building renovation	Facilities Managers	TBD	TBD
Parks and Recreation	No push button activated doors	Install	Upon Office Building Renovation	Facilities Manager	TBD	TBD
Police Station	No push button activated doors	Required for New building Construction	2028	Facilities Manager	TBD	TBD
Street Department	No push button activated doors	Install	Upon Office Building Renovation	Facilities Manager	TBD	TBD
Mayor's Office/Clerk Treasurer's Office	None					

ADA Action Plan

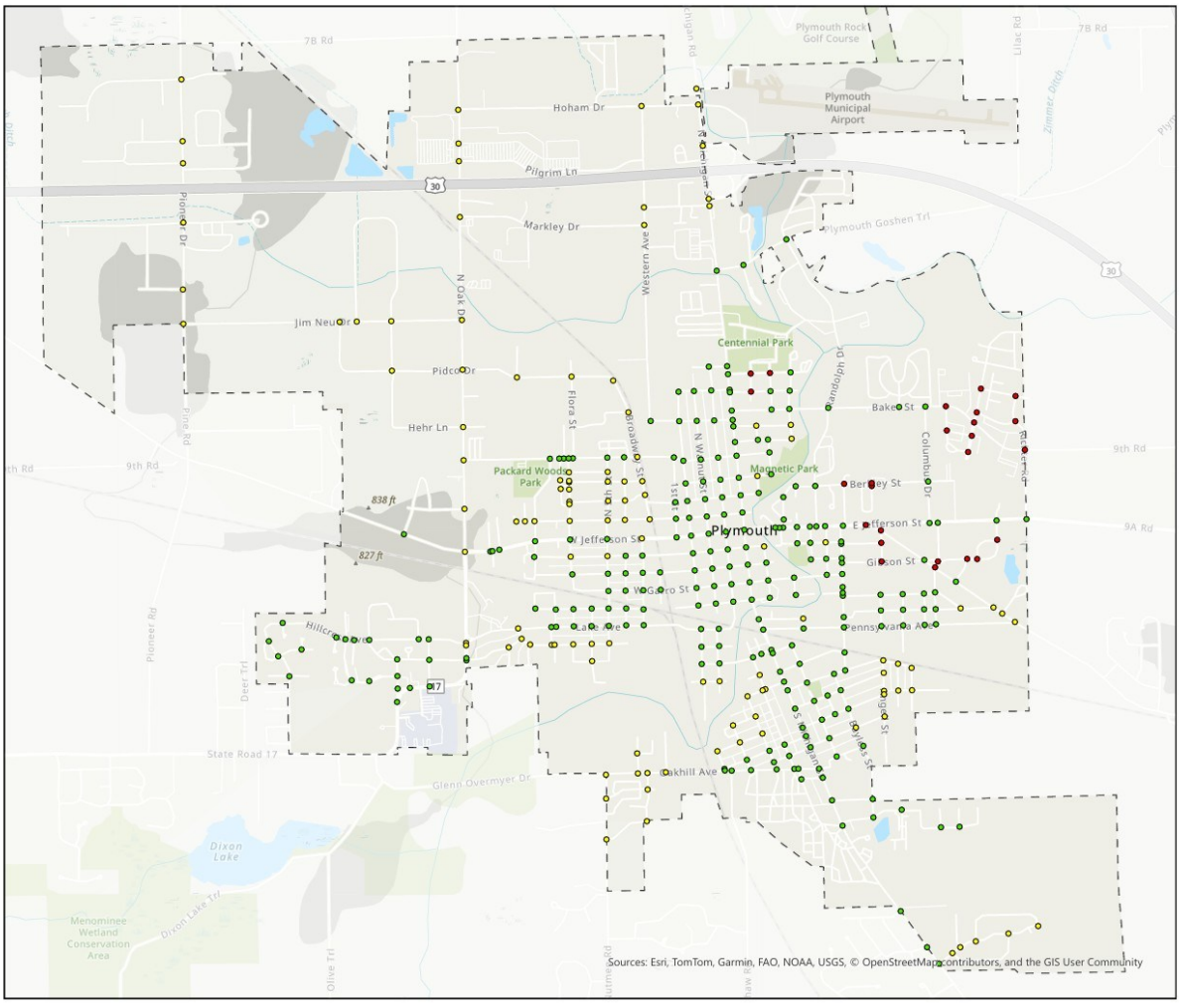
Public Entity	City of Plymouth	Date	1/27/2026
Contact Person	Jeff Houin	Title	City Attorney
Email	cityattorney@plymouthin.com	Phone	(574) 936-6717

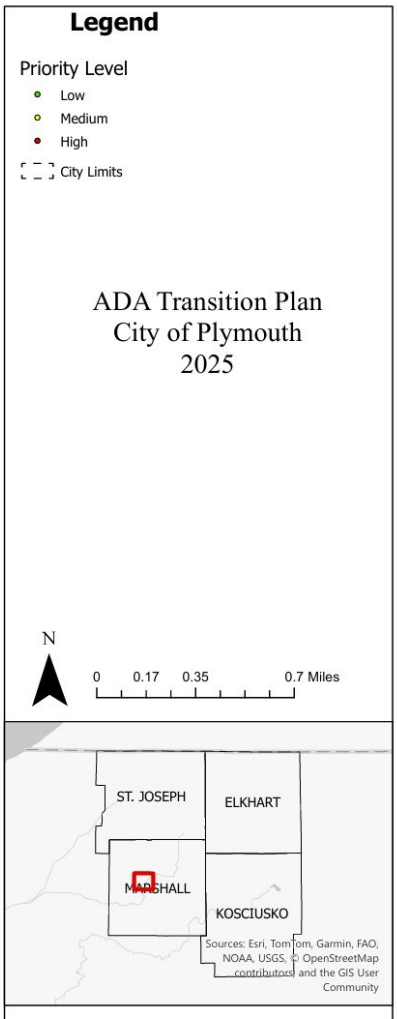
Issues	Solutions	Target Date	Person Responsible	Comments
Update Transition Plan	• Complete training • Further Self-evaluation • Identify funding sources • Further Planning	*2026*	*ADA Coordinator*	*ADA committee members collaboration*
City Curb Ramp Improvements	• Update Map of priority locations • Secondary evaluations • Construction	Yearly	City Engineer	Ongoing evaluations – yearly projects
Update Access to Facilities	• Self-evaluations • Renovations	Ongoing	Facility Managers	Update during new construction & renovation
Update City Website to ADA Standards	• Website evaluation for ADA compliance • ADA documents page added to City website • Link to grievance submittal	2027	ADA Coordinator	New website provider at the start of the new year, must wait till then.
Improve City Employee ADA Training	• Coordinate and Distribute training to City Personnel • Create tracking document	2026	ADA Coordinator	Update as required
City Sidewalk Improvements	• Create Map of Priority locations for sidewalk improvements • Complete Streets Board evaluation • Implement Construction	Ongoing	Complete Streets Board, Engineering	Update yearly
Intersections w/Traffic Lights	• Create Evaluation plan • Evaluate existing infrastructure • Plan for Renovation	2028	City Engineer	

Issues	Solutions	Target Date	Person Responsible	Comments
Brail or large Text/Visuals	• Evaluate Programs for locations/instances for this need	2028	ADA Coordinator	Implement per need
Sign Language and Closed Captioning Availability	• Evaluate Programs for locations/instances for this need	2028	ADA Coordinator	Implement per need

ATTACHMENT B

1. ADA PRIORITIES MAP





ADA Priorities

MACOG
Michiana Area Council of Governments

ATTACHMENT C

1. RESOLUTION ADOPTING THE CITY OF PLYMOUTH'S 2025 UPDATE TO ITS AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

2. GRIEVANCE FORM

3. Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Plymouth, Indiana will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Plymouth, Indiana does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The City of Plymouth, Indiana will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City of Plymouth, Indiana will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcome in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Plymouth, should contact the office of the City Attorney/ADA Coordinator, 124 N. Michigan St., Plymouth, Indiana 574-936-2948, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Plymouth to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City of Plymouth is not accessible to persons with disabilities should be directed to Jeffery Houin, Plymouth City Attorney/ ADA Coordinator, 124 N. Michigan St., Plymouth, Indiana 574-936-2948.

The City of Plymouth will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the

public but are not accessible to persons who use wheelchairs.

City of Plymouth, Indiana
Grievance Procedure under
The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Plymouth, Indiana. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Jeffery Houin
Plymouth City Attorney/ADA Coordinator
124 N. Michigan St.
Plymouth, IN 46563

Within 15 calendar days after receipt of the complaint, the City Attorney/ ADA Coordinator or his designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting, Mr. Houin or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Plymouth and offer options for substantive resolution of the complaint.

If the response by Mr. Houin or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Mayor or his designee.

Within 15 calendar days after receipt of the appeal, the Mayor or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Mr. Houin or his designee, appeals to the Mayor or his designee, and responses from these two offices will be retained by the City of Plymouth for at least three years.

RESOLUTION No. 2011-465

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PLYMOUTH, INDIANA ADOPTING THE 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN (DATED SEPTEMBER 15, 2010) AND THE (PROPOSED) ACCESSIBILITY GUIDELINES FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY (DATED JULY 26, 2011) IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

Statement of Intent and Purpose

The United States Congress enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled in the area of employment and access to public facilities. To comply with Title Il of the ADA, municipalities are required to adopt the 2010 ADA Standards for Accessible Design, promulgated by the United States Department of Justice on September 15, 2010. These design standards intend to provide accessibility through structural modifications to remove physical barriers. In addition, Title Il of the ADA recommends municipalities adopt the proposed ADA Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way, promulgated by the United States Access Board, a federal agency committed to accessible design. These guidelines are likewise intended to provide accessibility through structural modifications to remove physical barriers.

The Standards for Accessible Design is a highly technical manual 257 pages in length. The proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way is equally as complicated at 114 pages in length. For that reason, copies of the manuals are not being distributed with this Resolution, but are accessible in pdf format.

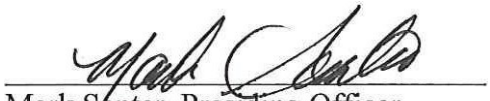
The intent and purpose of this Resolution is to reaffirm the City's commitment to the ADA and the elimination of physical barriers to accessibility of public facilities.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Plymouth as follows:

Section 1. The 2010 ADA Standards for Accessible Design dated September 15, 2010 is hereby adopted as the definitive standards to be observed by the City of Plymouth in ADA related accessibility design.

Section 2. The 2011 Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way is hereby adopted as the guidelines by which facilities in the public right-of-way shall be addressed and designed.

PASSED AND ADOPTED this 8th day of August, 2011.



Mark Senter, Presiding Officer

ATTEST:



Toni L. Hutchings, IAMC/C
Clerk-Treasurer

ATTACHMENT D

Public Comment and Response Form

PUBLIC COMMENT AND RESPONSE FORM

Date of Comment: _____

Name of Person: _____

Comment: _____

_____

_____

_____

_____

_____

_____

_____

_____

Response: _____

_____

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